

**DUTY STATEMENT**

CEC-004 (Revised 04/07)

**PROPOSED**

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Commission Specialist II (TED)	<b>Position No.</b> 5800-4185-007
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research Office
<b>Date Prepared:</b> November, 2010	<b>Division:</b> Energy Research & Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general supervision of the Energy Commission Supervisor II in the Energy Efficiency Research Office and the programmatic lead of the for the Buildings Efficiency subject area, the incumbent serves as a member of the Buildings Efficiency team to develop, implement and administer electricity and natural gas-based public interest energy research, development and demonstration (RD&D) efforts related to energy efficiencies in residential and commercial buildings. The incumbent performs highly complex and difficult analyses, synthesizes information from multiple sources, develops and manages highly complex research projects and assists in the development of public interest energy research program policy for both electricity and natural gas. The incumbent provides technical leadership, direction, and coordination efforts associated with improving energy efficient design, tools, construction and development of building envelopes and fenestration in the PIER Buildings End-use Efficiency area. The incumbent will work within an interdisciplinary team or teams and assists the Buildings Efficiency Team Lead with program planning and implementation in the Buildings Efficiency subject area.

The goal of the public interest energy research program is to conduct research, development and demonstration to advance science and technologies not adequately provided by the regulated or competitive markets. The incumbent is highly knowledgeable of advanced energy efficiency concepts, technologies, and practices; performs time-critical and subject matter-critical technical or market analyses to support public interest energy RD&D funding; manages highly complex RD&D projects; and consults with experts in the field.

**WORKING CONDITIONS.** The work is performed in an indoor office or meeting room setting and involves sitting, standing, and/or walking. Occasional travel may occur outside Sacramento. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

**DUTIES AND RESPONSIBILITIES:** While performing the duties described below, the incumbent will be required to work alone, work within a team, or lead an interdisciplinary team, utilizing a personal computer and appropriate Commission software such as word processing and analytical software, electronic mail and the Internet. The incumbent will also be required to organize, lead and/or participate in meetings, task forces, technical working groups and advisory committees with other Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development. The incumbent will perform tasks in the higher difficulty and complexity range as follows:

- 50% **Technical Evaluation.** Serve as the lead technical specialist and prime resource to identify, analyze and evaluate highly complex research and development issues related to improving the energy efficient design, tools, construction and development of building envelopes and fenestration in the PIER Buildings End-use Efficiency area. The Incumbent will review and evaluate energy-related systems and energy efficient technologies in the residential and commercial market sectors and identify needed research, involving development of tools, technologies, and strategies, market support and technical assistance to ensure wider adoption of energy efficient building envelope and

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fenestration approaches. Provide expert guidance, consultation and direction on highly complex technical energy issues within the PIER Buildings Efficiency area. Assist the PIER Buildings Efficiency team lead in the formulation and refinement of guidelines, standards, policy options and core area program initiatives for building envelopes and fenestration, for consideration by the Deputy Director for Energy Research and Development, the Executive Office, Commissioners, and the Legislature, and other stakeholder agencies. (E)

- 25% **Project Management.** Identify and help implement, organize, and manage the most sensitive and highly complex energy efficiency related technical and scientific projects and contracts. Develop work statements, budgets and measureable technical and economic objectives which will be used to determine project success, and other materials necessary to finalize the contract agreements. Synthesize information from multiple sources and serve as the project leader for research associated with energy efficient building envelopes and fenestration Identify energy efficiency related R&D needs and their potential to help achieve California's energy policies and objectives. Coordinate with local, regional, state, and federal government entities, utilities, and other stakeholders to facilitate the coordination of public interest energy policies and objectives, and other research programs and studies. (E)
- 15% **Proposal Evaluation.** Manage and conduct solicitation planning and development activities. The incumbent will review proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives, and evaluate the skill, experience and ability of the project team to complete the technical tasks within the budget and schedule, move the results into the marketplace, and determine the adequacy of project funding. The incumbent will prepare written findings of such evaluations for use by a technical scoring committee. (E)
- 5% **Research Dissemination.** Prepare written reports and disseminate research findings at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony and comments within the incumbent's area of expertise on highly technical problems at hearings and proceedings sponsored by the Legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to energy efficiency RD&D. (E)
- 5% **Perform other duties as required consistent with the specifications of this classification.** (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Incumbent</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Specialist II (TED)</span> <span></span> </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>Beth Chambers</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Supervisor II (TED)</span> <span></span> </div>